

# AIM DATA COLLECTION SCHEDULE 2021-2022 SCHOOL YEAR

Start Date	Due Date	Collection	General Purpose / Summary	❖ AIM Collection User Guides ➤ AIM Upload Templates (for MT Edition Users)
ALL YEAR		Behavior	<ul style="list-style-type: none"> <li>Behavior reporting is open throughout the school year.</li> </ul>	<ul style="list-style-type: none"> <li>See Behavior Guides on <a href="#">AIM User Guides website</a>.</li> </ul>
		Enrollment	<ul style="list-style-type: none"> <li>Student enrollment and demographic data should be kept up-to-date within AIM/Infinite Campus.</li> </ul>	<ul style="list-style-type: none"> <li>Student Enrollment Guides on <a href="#">AIM User Guides</a></li> <li>➤ <a href="#">Student Enrollment Template</a></li> </ul>
		EL Identification	<ul style="list-style-type: none"> <li>Ensure all newly enrolled students have been administered the Home Language Survey (HLS).</li> <li>Ensure students with a language other than English on the HLS are given the WIDA Screener before identifying students as English Learners in AIM. Provide the WIDA Screener score in the EL Service screen comment box.</li> <li>Enter and verify student supports and accommodation test settings for English Learners (EL).</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">EL (English Learner) Tool Guide</a></li> <li>❖ <a href="#">MontCAS Policies and Procedures for Participation in State Assessments</a></li> <li>❖ <a href="#">EL Checklist for Districts</a></li> <li>❖ <a href="#">ELP Guidance for School Districts</a></li> <li>❖ <a href="#">AIM State Assessment Test Settings User Guide</a></li> <li>❖ <a href="#">ACCESS for ELLs FAQ</a></li> <li>❖ <a href="#">EL Upload Template</a></li> </ul>
		Student Photo State Repository	<ul style="list-style-type: none"> <li>Senate Bill MTSB40 requires the OPI to create and maintain an electronic directory photograph repository of all Montana public school students.</li> <li>Parents/guardians must 'Opt-In' to have their child's photo included in the state repository. It is suggested that districts gather the student 'Opt-In' information from the students' parents/guardians via the enrollment registration form/process.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">State Level Student Photo Repository</a></li> </ul>
		Optional Assessment Registration for Interims	<ul style="list-style-type: none"> <li>Math and English Language Arts Interims: Enter and verify demographic and enrollment data for all students in <b>grades 3-8 and 11</b>.</li> <li>Science Interims: Enter and verify demographic and enrollment data for all students in <b>grades 5, 8, and 11</b>.</li> </ul>	<ul style="list-style-type: none"> <li>❖ TIDE User Guide</li> </ul>

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## QUESTIONS?

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## ASSESSMENT HELP DESK

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## Beginning of Year:

8/11/21	10/8/21	Beginning of Year Verification	<b>2020-21 Previous School Year Data</b> <ul style="list-style-type: none"> <li>Complete data entry for summer graduates and dropouts and verify the data.</li> <li>Modify enrollments for summer transfers and end status for re-enrolled/non-returning students.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Beginning of Year Verification Guide</a></li> <li>❖ <a href="#">End of Year Process Guide</a></li> <li>❖ <a href="#">Extracurricular Activities</a></li> <li>➤ <a href="#">Student Demographic Template</a></li> <li>➤ <a href="#">Student Enrollment Template</a></li> </ul>
			<b>2021-22 School Year Data</b> <ul style="list-style-type: none"> <li>Verify calendars, terms, grade levels.</li> <li>Assign/locate state ID for new students.</li> <li>Verify an enrollment record for each student.</li> </ul>	
	10/15/21	Fall Assessment Verification	<b>Fall EL Assessment Verification</b> <ul style="list-style-type: none"> <li>Verify all active English Learners have an EL Flag for the October WIDA materials ordering upload due <b>10/15/2021</b>.</li> <li>Enter and verify student supports and accommodation test settings for special population Students (504 and ELs).</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">EL (English Learner) Tool Guide</a></li> <li>❖ <a href="#">Eligibility Criteria Worksheet for Alternate Assessments</a></li> <li>❖ <a href="#">MontCAS Policies and Procedures for Participation in State Assessments</a></li> <li>❖ <a href="#">AIM State Assessment Test Settings User Guide</a></li> <li>➤ <a href="#">EL Template</a></li> </ul>
	11/30/21		<b>Alternate Assessment Participation Status</b> <ul style="list-style-type: none"> <li>Ensure test settings including alternate designation statuses are set for meaningful participation in statewide assessments due <b>11/30/2021</b>.</li> </ul>	
9/15/21	10/8/21	Previous Year Graduate, Cohort and Dropout Validation and Certification	<ul style="list-style-type: none"> <li>Review previous school year (2020-21) data validation dropout data check reports. Those dropouts who have returned to a district in the state by <b>9/30/21</b> can be adjusted to have a non-dropout end status.</li> <li>Review previous year graduates and cohorts using the data validation reports.</li> <li>After <b>9/30/21</b> when previous year dropouts have been reviewed and adjusted if needed, certify previous year dropouts using the data certification process.</li> <li>After previous year graduates and cohorts have been reviewed and adjusted if needed, certify previous year graduates and cohorts using the data certification process.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Setup for Dropout, Graduate and Cohort Data Validation and Certification</a></li> <li>❖ <a href="#">Graduate Cohort &amp; Dropout Validation &amp; Certification Guide</a></li> <li>❖ <a href="#">Reporting Cohort Data</a></li> </ul>
9/15/21	10/29/21	Special Education Child Count	<ul style="list-style-type: none"> <li>Verify accuracy of data for students receiving Special Education services enrolled on <b>10/4/21</b>.</li> <li>Ensure completed IEPs and ERs are locked, and Exit Dates &amp; Exit Reasons are current.</li> <li>Confirm correct Special Education Child Count System student list by <b>10/29/21</b>.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Contact your local Special Education Director for assistance.</li> </ul>

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<b>FALL:</b>				
10/5/21	10/20/21	Fall Enrollment Count	<ul style="list-style-type: none"> <li>Fall Count Date - Enter or calculate aggregate hours, service types, and count date absences. Verify enrollment data for all students, including MT Youth ChalleNGe, Job Corps, MTDA and 19 and 20 year old students eligible for ANB, enrolled on <b>10/4/21</b>.</li> <li>Verify Demographic data including name, race, ethnicity, gender, and date of birth.</li> <li>Import AIM enrollment data into the OPI MAEFAIRS system.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Fall Enrollment Count Guide</a></li> <li>❖ <a href="#">AIM &amp; MAEFAIRS Verification Guide</a></li> <li>❖ <a href="#">Enrollment Exceptions for ANB Funding: MT Youth ChalleNGe, Job Corps, MTDA, 19/20 Eligible, ILIP</a></li> <li>❖ <a href="#">Extracurricular Activities</a></li> <li>➤ <a href="#">Fall Count Template</a></li> </ul>
		Fall Program Participation	<ul style="list-style-type: none"> <li>Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless/Unaccompanied Youth, Gifted &amp; Talented, Title I, Military Connected, Foreign Exchange, and Section 504 students enrolled on <b>10/4/21</b>.</li> <li>Verify that completed Special Education ERs and IEPs are locked.</li> <li>Verify 21st Century data in AIM and check the OPI AS21 system. Contact <a href="#">Amanda Domino</a> with the OPI 21st Century staff for questions.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Program Participation Collection Guide</a></li> <li>❖ <a href="#">Program Participation Verification Guide</a></li> <li>➤ <a href="#">Program Participation Template</a></li> <li>➤ <a href="#">EL Template</a></li> <li>➤ <a href="#">FRAM Import Template</a></li> </ul>
11/1/21	12/10/21	<b>NEW</b> Fall Mode of Instruction	<ul style="list-style-type: none"> <li>Manually enter the School Mode of Instruction.</li> <li>The Student Level Modes of Instruction can be set either individually/manually or via the Mode of Instruction Import Template.</li> <li>This must reflect data as of the beginning of the school year through 10/4/21.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Mode of Instruction User Guide</a></li> <li>➤ <a href="#">Student Mode of Instruction Import Template</a></li> </ul>
<del>11/1/21</del> 11/15/21	12/31/21	Fall CTE (Career and Technical Education)	<ul style="list-style-type: none"> <li>Enter Date Contacted and Post-Program Status for CTE concentrator students who graduated in previous spring school year (2020-21). These students should be contacted during the <b>second quarter</b>. <b>Note:</b> For the 21-22 year only, these students may be contacted beginning 11/1, however please wait until 11/15/21 before entering their Post-Program Status and Date Contacted info.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Fall CTE Guide</a></li> <li>➤ <a href="#">Fall CTE Template</a></li> </ul>

<b>ASSESSMENT REGISTRATION:</b>				
12/1/21	2/25/22	Winter Assessment Registration	<b>English Language Proficiency Registration</b> <ul style="list-style-type: none"> <li>Enter and verify demographic and enrollment data for all English Learner (EL) students enrolled on 12/1/21.</li> <li>Enter and verify student supports and accommodation test settings for special population students (504 and ELs).</li> <li>The OPI will upload student data to ACCESS for ELLs or WIDA system during this time.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Assessment Registration Guide</a></li> <li>❖ <a href="#">MontCAS Policies and Procedures for Participation in State Assessments</a></li> <li>❖ <a href="#">AIM State Assessment Test Settings User Guide</a></li> <li>➤ <a href="#">Student Demographic Template</a></li> <li>➤ <a href="#">Student Enrollment Template</a></li> <li>➤ <a href="#">EL Template</a></li> </ul>
			<b>ACT with Writing Registration</b> <ul style="list-style-type: none"> <li>Enter and verify demographic and enrollment data for 11<sup>th</sup> grade students.</li> <li>Enter and verify student supports and accommodation test settings for special population students (IEP, 504 and ELs).</li> <li>The OPI will upload student data to <a href="#">Pearson Access Next (PANext) system</a> during this time.</li> </ul>	

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1/1/22	5/27/22	Spring Assessment Registration	<p><b>Math and English Language Arts Registration</b></p> <ul style="list-style-type: none"> <li>▪ Enter and verify demographic and enrollment data for all students in <b>grades 3-8</b>.</li> <li>▪ Maintain student data for grades 3-8 throughout this collection period.</li> <li>▪ Enter and verify student supports and accommodation test settings for special population students (IEP, 504, and ELs).</li> <li>▪ The OPI will upload student data to <a href="#">TIDE system</a> during this time.</li> </ul> <p><b>Montana Science Registration</b></p> <ul style="list-style-type: none"> <li>▪ Enter and verify demographic and enrollment data for students in <b>grades 5 and 8</b>.</li> <li>▪ Maintain grades 5 and 8 student data throughout this collection period.</li> <li>▪ Enter and verify student supports and accommodation test settings for special population students (IEP, 504, and ELs).</li> <li>▪ The OPI will upload student data to <a href="#">TIDE system</a> during this time.</li> </ul> <p><b>Alternate Assessment Registration</b></p> <ul style="list-style-type: none"> <li>▪ Verify Statewide Assessment Section of the locked IEP is marked appropriately to register students needing the alternate assessment.</li> <li>▪ Enter and verify demographic and enrollment data for all students in <b>grades 3-8 and 11</b>.</li> <li>▪ Ensure test settings, including alternate designation statuses, are set for meaningful participation in statewide assessments.</li> <li>▪ The OPI will upload student data to <a href="#">MSAA</a> and <a href="#">TIDE</a> system during this time.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Assessment Registration Guide</a></li> <li>❖ <a href="#">MontCAS Policies and Procedures for Participation in State Assessments</a></li> <li>❖ <a href="#">AIM State Assessment Test Settings User Guide</a></li> <li>❖ <a href="#">Eligibility Criteria Worksheet for Alternate Assessments</a></li> <li>❖ <a href="#">ELP Guidance for School Districts</a></li> <li>➤ <a href="#">Student Demographic Template</a></li> <li>➤ <a href="#">Student Enrollment Template</a></li> </ul>
<b>SPRING:</b>				
2/8/22	2/11/22	Spring Enrollment Count	<ul style="list-style-type: none"> <li>▪ Spring Count Date – Enter or calculate aggregate hours and count date absences. Verify enrollment and demographic data is up to date for all students, including MT Youth Challenge, Job Corps, MTDA, 19 and 20 year old students eligible for ANB, enrolled on <b>2/7/22</b>.</li> <li>▪ Import AIM enrollment data into OPI MAEFAIRS System.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Spring Enrollment Count Guide</a></li> <li>❖ <a href="#">AIM &amp; MAEFAIRS Guide</a></li> <li>❖ <a href="#">Enrollment Exceptions for ANB Funding: MT Youth Challenge, Job Corps, MTDA, 19/20 Eligible, ILIP</a></li> <li>❖ <a href="#">Extracurricular Activities</a></li> <li>❖ <a href="#">Student Demographic Template</a></li> <li>❖ <a href="#">Student Enrollment Template</a></li> <li>❖ <a href="#">Spring Count Template</a></li> </ul>

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## TEST WINDOW:

4/8/22	5/27/22	Test Window Enrollment Count	<ul style="list-style-type: none"> <li>Test Window Count Date- Verify enrollment and demographic data for all students is current and up-to-date, including MT Youth ChalleNGe, Job Corps and MTDA students, enrolled on <b>4/7/22</b>.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Test Window Enrollment Count Guide</a></li> <li>❖ <a href="#">Enrollment Exceptions for ANB Funding: MT Youth ChalleNGe, Job Corps, MTDA, 19/20 Eligible, ILIP</a></li> <li>❖ <a href="#">Extracurricular Activities</a></li> <li>➤ <a href="#">Student Demographic Template</a></li> <li>➤ <a href="#">Student Enrollment Template</a></li> </ul>
		Test Window Program Participation	<ul style="list-style-type: none"> <li>Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless/Unaccompanied Youth, Gifted &amp; Talented, Title I, Military Connected, Foreign Exchange, Section 504 students enrolled on <b>4/7/22</b>.</li> <li>Student data must be accurate as of test window count date <b>4/7/22</b>.</li> <li>Verify that completed Special Education ERs and IEPs are locked.</li> <li>Verify Behavior data is entered in preparation for end of year reporting.</li> <li>Verify 21st Century data in AIM and check the OPI AS21 system. Contact <a href="#">Amanda Domino</a> with the OPI 21st Century staff for questions.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Program Participation and Verification Guide(TW)</a></li> <li>➤ <a href="#">Program Participation Template</a></li> <li>➤ <a href="#">EL Template</a></li> <li>➤ <a href="#">FRAM Import Template</a></li> </ul>
		Test Window Mode of Instruction	<ul style="list-style-type: none"> <li>Manually enter the School Mode of Instruction.</li> <li>The Student Level Modes of Instruction can be set either individually/manually or via the Mode of Instruction Import Template.</li> <li>This data will reflect changes from October through April.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Mode of Instruction User Guide</a></li> <li>➤ <a href="#">Student Mode of Instruction Import Template</a></li> </ul>

## END OF YEAR:

5/9/22	6/30/22	End of Year Enrollment Process	<ul style="list-style-type: none"> <li>Create 2022-23 calendars and roll students forward.</li> <li>End all 2021-22 enrollments, including MT Youth ChalleNGe, Job Corps and MTDA students.</li> <li>Complete 2021-22 graduate data.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">End of Year Enrollment Process Guide</a></li> <li>➤ <a href="#">Student Demographic Template</a></li> <li>➤ <a href="#">Student Enrollment Template</a></li> </ul>
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5/9/22	6/30/22	End of Year Program Participation	<ul style="list-style-type: none"> <li>Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless /Unaccompanied Youth, Gifted &amp; Talented, Title I, Military Connected, Foreign Exchange, Section 504 student counts.</li> <li>Verify that completed Special Education evaluations and IEPs are locked.</li> <li>Verify Behavior data is entered in preparation for end of year reporting.</li> <li>Verify 21st Century data in AIM and check the OPI AS21 system. Contact <a href="#">Amanda Domino</a> with the OPI 21st Century staff for questions.</li> </ul>	❖ <a href="#">Program Participation Verification Guide</a> ➤ <a href="#">Student Demographic Template</a> ➤ <a href="#">Student Enrollment Template</a> ➤ <a href="#">Program Participation Template</a> ➤ <a href="#">EL Template</a> ➤ <a href="#">FRAM Import Template</a>
		End of Year Mode of Instruction	<ul style="list-style-type: none"> <li>Manually enter the School Mode of Instruction.</li> <li>The Student Level Modes of Instruction can be set either individually/manually or via the Mode of Instruction Import Template.</li> <li>This data will reflect changes from the April collection through the last day of school.</li> </ul>	❖ <a href="#">Mode of Instruction User Guide</a> ➤ <a href="#">Student Mode of Instruction Import Template</a>
		End of Year Attendance Totals And Extracurricular Activities	<ul style="list-style-type: none"> <li><b>After</b> last day of school, enter or calculate ADA #Days Present, ADA #Days Enrolled and ESSA #Days Absent for each enrollment in 2021-22.</li> <li>Enter the number of extracurricular activities a non-public (homeschool or private school) student has completed.</li> </ul>	❖ <a href="#">End of Year Attendance Totals Guide</a> ❖ <a href="#">Extracurricular Activities</a> ❖ <a href="#">End of Year Attendance Totals Template</a>
5/9/22	6/30/22	End of Year CTE (Career and Technical Education)	<ul style="list-style-type: none"> <li>Identify all High School students with CTE Courses for current school year and identify their Montana Career Pathway's, including Dual Enrollment and Work Based Learning.</li> </ul>	❖ <a href="#">End of Year CTE Guide</a> ➤ <a href="#">EOY CTE Template</a>
5/9/22	6/30/22	Special Education Exiting	<ul style="list-style-type: none"> <li>Verify accuracy of data for students receiving special education services in your district at the beginning of school but not receiving services in your district by <b>6/30/22</b>.</li> <li>Ensure completed IEPs and ERs are locked, and Special Education Exit Dates and Exit Reasons are current in the Special Education exiting system.</li> <li>Confirm correct Special Ed. Exiting list by <b>6/30/22</b>.</li> </ul>	Contact your local Special Education Director for assistance.
5/11/22	6/30/22	Behavior Final Validation & Certification	<ul style="list-style-type: none"> <li>Behavior Event reporting is open throughout the school year.</li> <li>The window to validate and certify Behavior Report for 2020-21 is open from <b>5/11/22 to 6/30/22</b>.</li> </ul>	❖ See Behavior Guides on <a href="#">AIM User Guides website</a> . ❖ <a href="#">Behavior- Event &amp; Resolution Codes and Descriptions Reference Guide</a> ❖ <a href="#">Behavior-Setting up User Access for Validating and Certification</a> ❖ <a href="#">Behavior- Secondary Users: Validating Data</a> ❖ <a href="#">Behavior- Primary Users: Certifying Data</a>

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